



BILLING SYSTEM

Fee Definition	A deposit(s) is paid at submittal and/or issuance. The hours spent on the review or inspection are recorded, and the client is billed monthly at the stated hourly rate. Any deposit balance remaining after the review and/or inspections are completed is eligible for a refund according to the ordinance refund provisions.
Hourly Rates for 2010	<ul style="list-style-type: none"> ▪ Building - \$93 ▪ Clearing & Grading - \$87 ▪ Fire - \$124 ▪ Land Use - \$137 ▪ Transportation - \$142 ▪ Utilities - \$118 ▪ Utilities inspection overtime - \$140 ▪ Transportation inspection overtime - \$162
Invoices	The billing period is from the 1st of the month through the end of the month. Invoices are mailed on or about the 10th of the next month. The invoices are mailed to the person indicated on the "Bill To" form.
Payments	Payments are due by the 1st of the month following the invoice date. The payment is mailed or brought to Service First. Fees may also be paid by credit card on the Inspection, Payment, and Status Line at 425-452-6875.
Inquiries	The first point of contact for questions is the DS billing administrator listed on the invoice – (425) 452-4863 (Hiedi Popochock). Specific questions about the review or inspections are directed to the staff or supervisor. Responding to these inquiries is not billable to the client.
Owner/Address Changes	The billing administrator needs immediate notification if there is an ownership, address, or other billing change. If the original owner sells or otherwise transfers their interest in the project, they remain liable for fees associated with development services which were incurred prior to the date the City was notified in writing that the fee responsibility has changed.
Project Cancellations or Withdrawals	When an application or permit is canceled, the billing administrator evaluates for a potential refund according to ordinance provisions, and if one is due, the refund is processed. This entire sequence takes about 3 months to allow for all time to be entered into Timekeeping.
Delinquent Payments	<p>Failure to pay an invoice within 30 days of the due date results in the following progression of actions:</p> <p><u>Review Discontinued:</u> If we have not issued the permit or approval or if there are post-issuance revisions in process, we may suspend all review of the application by any City department until the account is current. We may also suspend review on separate applications associated with the delinquent application.</p> <p><u>Permit or Land Use Approval Revoked:</u> If we have issued the permit or land use approval, we may revoke it. We may suspend work on any applications associated with the revoked permit or land use approval until the total account is current. If construction has started, they will not receive the final inspection (which is the approval to occupy the structure) until all delinquent accounts are paid.</p> <p><u>Collection:</u> We may refer the unpaid balance to our Legal Department or subsequently to a collection agency for collection. Collection fees in addition to the delinquent payment are due if the fee is sent to a collection agency.</p> <p><u>No Temporary or Final Certificate of Occupancy</u> will be issued for a project with any outstanding fees on any permit associated with the project.</p>